

HORIZON CAMPUS

Student Application Form



Office use only :

Name in full

Affix photo
here

Enrollment Number

Programme

Class Preference Week Days Week End

Student Advisor

Local Student International Student

Guidelines to Complete the HORIZON CAMPUS Application form

Please complete all sections of the HORIZON CAMPUS Application form clearly and accurately in BLOCK LETTERS. If the application form is incomplete or illegibly written, we may not be able to process your application.

Upon completion, please return the form to: HORIZON CAMPUS, Knowledge City Malabe, KCM Drive, off Welivita Road, Malabe, Sri Lanka
Telephone: + 94 11 4 365 555

Certified copies of the following original documents are compulsory to process the HORIZON CAMPUS Application:

- Valid birth certificate
- Education / Professional Academic Qualifications to date
- Identity verification document (National Identity card, Passport, etc)

* All copies need to be certified as ‘true copies’ by an authorized person (eg: Justice of Peace, Notary Public , School Principal, Head of Institution). You will need to pay the Registration fees and all other HORIZON CAMPUS fees, as on dates indicated. Registration fee / Admission fee is NON-REFUNDABLE. Information about the fees will be provided by our HORIZON CAMPUS Student Affairs unit. The course information for HORIZON CAMPUS is subject to change. Admission to any academic programme will be determined by the Dean of the Faculty / Head of Department /Registrar HORIZON CAMPUS) Please include your mailing and email address in the HORIZON CAMPUS Application. Please be advised to check your email (if you have provided it in the application) regularly, as we will be notifying all information via email as well. All changes in your postal address, phone numbers, email and personal information to be notified to the Registrar/Asst. Registrar for purpose of updating your records. Please always check with your student counselor or Academic Councillor when planning your programme. Please indicate the name in which your certificates should be issued.

1. Your personal details (Please write using block letters. All sections must be completed)

- Title
- Name with initials
- Name in full

How do you prefer to indicate your Name in final Degree/Diploma certificate

Permanent postal address

District			
Date of birth		NIC No	
Telephone (R)		Civil status: Single Married	
Telephone (O)		Mobile	
Email			
Nationality		Gender : M F	
Malabe Main Campus			
Other Study Centre			

2. Educational Qualifications

G.C.E (O/L) Examination	Local	London	Other :	Admission No		
Schools attended/Addresses (Starting with most recent)				Subjects Completed	Grade	Year

G.C.E (A/L) Examination	Local	London	Other :	Admission No		
Schools attended/Addresses (Starting with most recent)				Subjects Completed	Grade	Year

3. Academic Qualifications

Institution	Qualification Obtained	Year	Specialized Area	Any other
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4. Professional Qualifications

Institution	Qualification Obtained	Year	Specialized Area	Any other
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5. Work Experience (Manager, Executive, Supervisory, Entrepreneurial, Etc.) with in last 10 years

Place of employment and address	Designation / Position held	Period	
		From	To

6. Horizon Campus English Language Requirements

Course Guide Please tick

I am going to follow the English Language programme at HORIZON CAMPUS

I do **NOT** require to follow an English Language programme (please provide evidence of English Language proficiency.)

7. Guardianship : Please complete this section if you are under 18 years of age at the time of enrolment

Name in full

Address

Telephone

Mobile

Email address

Signature of Parent / Guardian

Date

8. Where do you require transport service from?

9. Source of referral

10. Who will pay the tuition fees

Myself

My parents

My employer or other sponsor

Other:

Name and address of your employer/sponsor (if applicable):

11. Important checklist

Before submitting this application, please make sure you have included:

A signed and completed application form

All Academic/Professional/Work experience Documents

3 Stamp size and 3 passport size photographs

Registration payment (this will be non refundable)

Application for credit transfer (If applicable)

Certified Copies of your transcripts (English language proficiency, academic records and other supporting documents)

Officially certified English translations (if applicable)

Either a Copy of the information page of the passport or an English translation of the Birth Certificate

12. Declaration

I hereby confirm that the information submitted by me is true, accurate, and complete. Furthermore, I understand that I am accountable to provide all necessary information and documents to support this application. In addition, I give my consent to HORIZON CAMPUS to verify any information submitted by me. HORIZON CAMPUS reserves the right to vary or reverse any decision pertaining to my enrollment (submitted to HORIZON CAMPUS) made on the basis of information and documents which are inaccurate, partial, misrepresented or forged.

I am aware and responsible for any and all additional charges I may have to bear (E.g. early withdrawal fees, new program fees, administrative charges, etc), should I change/alter my initially selected course/programme to another course/programme offered by HORIZON CAMPUS within the stipulated period of the course/programme initially selected. I also agree that all payments inclusive of admission fees made to HORIZON CAMPUS is non-refundable and any refund of payment is at the discretion of the management of the Campus.

I agree and understand that the decision made by the Management of HORIZON CAMPUS is final and conclusive, and agree that I have no claims whatsoever against any such decision by the Management of HORIZON CAMPUS. I agree to abide by all rules and regulations enforced by HORIZON CAMPUS.

Signed

Signed

Date

Date

*If the applicant is under the age of 18

Please remember to re-check the HORIZON CAMPUS Application form and verify that all required information and documents are provided/included as per the check list.